

Name of Organization: _____ Date: _____
 Project Title: _____

ACTUAL PROJECT BUDGET

Outline below the actual budget for the project funded by this grant. Itemize expenses in each category.
 Refer to the Glossary for explanation of terms. Please round numbers to the nearest dollar.

EXPENSES				CASH INCOME (Revenue + Support)	
Expenses (<i>cash only</i>)				Revenue (<i>earned income - cash only</i>)	
1. Personnel/Staff				9. Admissions	\$ _____
a) Administrative	# of staff		\$ _____	<i>(itemize-refer to Glossary)</i>	
b) Artistic	# of staff		\$ _____		
c) Technical/Prod	# of staff		\$ _____		
2. Outside Fees & Services (<i>itemize costs</i>)				10. Contracted Services (<i>identify</i>)	
a) Guest Artists:			\$ _____		\$ _____
b) Consultants/Other Experts				11. Other Revenue (<i>itemize</i>)	
			\$ _____		\$ _____
3. Production Expenses (<i>itemize</i>)				12. Corporate Contributions	
			\$ _____		\$ _____
4. Space Rental				13. Foundation Grants (<i>identify</i>)	
			\$ _____		\$ _____
5. Travel (<i>itemize costs</i>)				14. Other Private Contributions	
			\$ _____		\$ _____
6. Marketing/Promotion				15. Government Support (<i>identify sources</i>)	
			\$ _____	a) Federal	\$ _____
7. Remaining Operating Expenses (<i>itemize costs</i>)				b) Regional	\$ _____
			\$ _____	c) State	\$ _____
8. Total Cash Expenses (<i>Total Items 1 thru 7</i>)				d) County	\$ _____
			\$ _____	e) City	\$ _____
				<i>(do not include this grant)</i>	
				Total Government Support	\$ _____
9. Applicant Cash				16. Applicant Cash	
			\$ _____		\$ _____
10. Cash Income <u>Without Grant</u> (<i>Total items 9 thru 16</i>)				17. Cash Income <u>Without Grant</u> (<i>Total items 9 thru 16</i>)	
			\$ _____		\$ _____
11. Actual Grant Amount				18. Actual Grant Amount	
			\$ _____		\$ _____
12. Total Cash Income (<i>Total Items 17 and 18</i>)				19. Total Cash Income (<i>Total Items 17 and 18</i>)	
			\$ _____		\$ _____
13. Surplus/Deficit (<i>Subtract Item 8 from Item 19</i>)				20. Surplus/Deficit (<i>Subtract Item 8 from Item 19</i>)	
			\$ _____		\$ _____

Note: All financial records must be maintained for three (3) years following the completion of the grant period.

Thanks for completing this report!